

Legal Assistant

Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision, and address the four leading causes of death in Tennessee.

Mission:

Protect, promote and improve the health and prosperity of people in Tennessee.

Vision:

Healthy people, healthy communities, healthy Tennessee

Our Values:

- Integrity
- Respect
- Excellence
- Compassion
- Collaboration

Tennessee Big Four: Leading Causes of Death in TN

1. Tobacco Use
2. Obesity
3. Physical Inactivity
4. Substance Abuse

[TN State Careers](#)

Job Overview:

The Tennessee Department of Health is seeking a legal assistant to work in its Office of General Counsel. The duties for this position include assisting attorneys in trial litigation preparation, drafting pleadings and letters, legal research, and file organization and preparation.

The State of Tennessee offers great benefits including:

The position comes with full state employment benefits, including health insurance, at least 11 paid holidays, 12 paid vacation days, and 12 paid sick days per year. The salary will be approximately \$36,000-\$45,000/yr., depending on experience.

Minimum Qualifications:

Education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.

OR

Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.

To apply:

Please send resume to: Paul.Burtch@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.